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## COLORADO RIVER COMMISSION OF NEVADA

### *Unclassified Position Announcement*

#### **Energy Accountant**

**Salary:** Depending on experience, up to \$78,000.00/year  
(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary)

**Recruitment:** Open to all qualified candidates.

**Applications Will Be Accepted Until:** May 15, 2009.

#### **The Position**

The Colorado River Commission of Nevada (Commission) is seeking an Energy Accountant to join and aid the Finance Division in its administrative functions.

#### **Job Description**

The Energy Accountant reports to the Senior Energy Accountant of the Finance Division (Division), interacts with other Division staff, all other Commission employees, employees of many other State Agencies and the public. The Energy Accountant has a diverse set of responsibilities and must be very adept at organizing his/her time, identifying priorities, and managing relationships with a host of colleagues and contacts.

The Commission uses an online voucher, deposit and fixed asset acquisition system through the Controllers' office in Carson City and other online systems for payroll, personnel and other functions.

The Energy Accountant's primary job function includes:

- Responsibility for prompt and accurate payments of all monthly operating invoices, and must assure payments are made on time and according to State guidelines. This position must provide accurate coding as to fund, budget, category, and general ledger and project code to ensure compliance with State budgets and rules. This position must also provide accurate internal account coding for internal reporting.
- Monitoring of the financial aspects of all Commission personal services contracts for conformance to State rules and guidelines, contract compliance, accuracy of billings, contract specifications and budget amounts.

- Accounting for all phases of agency travel, including employee reimbursement. Ensure conformance to all State travel rules and regulations.
- Ordering all internal supplies and equipment following State procedures and guidelines. This function includes determination of vendors and methods of purchase; and requires the development relationships with outside vendors, including account and or vendor setup, Request w-9's and trade references, contract negotiation and monitoring.
- Reconciling various payments and account activity to vendor billings and budgets.
- Assisting in resolving billing disputes and deal directly with contractors' accounting personnel.
- Accounting for the Commission's Annual and monthly Small Water Users Program, including duties to develop and maintain computerized meter reading reporting forms, invoices and schedules.
- Acting as the Commission's liaison with other State agencies such as the Treasurer, Controller Vendor Services, Printer, Payroll, Retirement and Budget offices. With back-up duties related to other agencies and programs.
- Responsibilities for all payroll transactions, backup responsibility for all personnel duties and actions. This agency is on-line for time sheet entry we have 50 authorized positions. This responsibility includes review of entered time sheets, reconciliation and verification of time accuracy.
- Acting as Commission contact for all questions related to insurance, retirement and other employee benefits.
- Assisting the Senior Energy Accountant and Finance Division Chief with special reports; providing information for our outside auditors, federal, state and other agencies. These reports include Generally Accepted Accounting Principles (G.A.A.P.) based reports and other reports in compliance with specific reporting requirements.
- Assisting the Senior Energy Accountant with Annual Financial Statement preparation.
- Maintaining many Excel schedules and reports for internal use related to contractor billings and payments, safety reports, payroll, contracts, water and power use, and many other reports and account analysis as assigned by the Senior Energy Accountant or Finance Division Chief.
- Completing required safety reports for the Commission's Power Delivery project and for the annual for OSHA's summary of work related injuries.

***Minimum Qualifications:***

Graduation from high school supplemented by at least 18 college credits in accounting, finance, or business, and at least two years of progressively responsible financial records maintenance experience, or an equivalent combination of education and experience in performing government and/or utility accounting functions.

Knowledge of governmental or energy billing and settlements practices, and record keeping practice and theory. Working knowledge of governmental accounting theory and principles, and contract administration and record keeping. Ability to use logic and reason to identify potential problems in accounting records, and construct basic spreadsheets. Skill in using spreadsheet and word processing software; accounting software, producing accounting entries and coding; using a variety of systems and sources to obtain data and information.

Submit a letter of interest and résumé to:

Judy Atwood  
Office Manager  
Colorado River Commission of Nevada  
555 E. Washington Avenue, Suite 3100  
Las Vegas, NV 89101

E-mails submissions will be accepted and should be sent to:

[jatwood@crc.nv.gov](mailto:jatwood@crc.nv.gov)

Posted: April 22, 2009